

TEGAR MUHAMAD HAFIEZ

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Jakarta, Indonesia

Result-driven IT professional with a Bachelor of Computer Science degree, offering expertise in troubleshooting, IT quality assurance, and software development. Proven experience in data centers and LOTO/ Tamper Seal Protocols, Skilled in prioritizing tasks and managing time effectively in fast paced environments.

EDUCATION

St Ilmu Komputer Cipta Karya Informatika – Jakarta	2018 – 2022
Bachelor's Degree of Computer Science – Informatic Technology	3.40 / 4.00

WORK EXPERIENCE

Vinci Energies Indonesia	(Nov 2024 – Present)
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Technical Administrator Energy Marshal

- Create and update reports in the client platform (Compass & Nexus) to ensure accurate data delivery.
- Set up, operate, and perform basic repairs on site office inventory (printers, scanners, laptops, and other technical equipment).
- Managed and monitored Tamper Seal and LOTO (Lockout/Tagout) logs to ensure workplace safety and security.
- Responsible for the registry, controlling, and comprehensive management of operational documents.

Mott MacDonald Indonesia	(Mar 2024 – Nov 2024)
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IT Support / Computer Operator

- Ensure maintenance and repair of IT equipment and applications/software as requested by service desk ticket staff, in accordance with SLA.
- Install, configure, monitor, and maintain computer hardware, software, printers, etc.
- Provide technical IT support to project staff.
- Prepare computer graphics, charts, and schedules.
- Prepare spreadsheets and computations.
- Managed software licenses, user accounts, and access control to ensure compliance and operational efficiency.
- Handle user provisioning and IT onboarding/offboarding

Vinci Energies Indonesia	(Mar 2023 – Sept 2023)
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Cx Technical Administrator

- Create and update reports in the client platform (Compass & Nexus) to ensure accurate data delivery.
- Set up, operate, and perform basic repairs on site office inventory (printers, scanners, laptops, and other technical equipment).

SKILLS

Soft Skill :

- Problem Solving & Critical Thinking: Adept at diagnosing and resolving IT issues, ensuring accurate data delivery.
- Collaboration & Communication: Effective in teamwork and managing client interactions.
- Organizational & Time Management: Skilled in prioritizing tasks in fast-paced environments, ensuring SLA compliance

Hard Skill :

- IT Support & Operations: Proficient in IT equipment maintenance (hardware, software, printers, scanners, laptop), account & access management (licensing, user provisioning, onboarding/offboarding), reporting (Compass & Nexus), and security protocols (LOTO & Tamper Seal).
- Networking & Cloud: Computer Networking (Basic & Intermediate - ITBox Certified), Fundamental Microsoft Azure & Microsoft Azure Data Fundamental.
- Development & QA: HTML, CSS, JavaScript, Python, PHP (Laravel 9), test case creation, manual & automation testing, Quality Assurance methodologies.

Course :

- Networking Basics (Cisco)
- Procore Administrator (Procore Technologies)
- Front End Web Development (Coding Studio)
- Basic Python (Udemy)
- Microsoft Azure Data Fundamental (Microsoft X Prakerja)
- Quality Assurance Class (HabisKerja.com)
- Computer Network Level Basic (ITBox), Computer Network Level Intermediate (ITBox)

Portofolio :

<https://hafiez-tegar.github.io/Portofolio/>